



**THE ASEAN SECRETARIAT
INVITES ASEAN NATIONALS TO APPLY
FOR THE FOLLOWING VACANCY**

SENIOR OFFICER ASCC ANALYSIS DIVISION

Background:

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

In line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Senior Officer ASCC Analysis Division**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of ASCC Monitoring Division, the Senior Officer shall be responsible to:

1. Manage the Division's analytical work programme

- Undertake desk or field research on issues relating to the ASCC Pillar.
- Identify and inform ASCC divisions on areas which need further attention.
- Prepare articles, policy briefs, research briefs, trend reports, factsheets, forewords, infographics, annual report, and other relevant material for publication.
- Together with project staff, manage and contribute to The ASEAN Magazine.

2. Provide analytical and research support to the ASCC Department

- Provide research and substantive analysis to support policy recommendations, as requested by the Office of the Deputy Secretary General of the ASCC and ASCC Department.
- Review and edit ASCC research-related products/studies.
- Identify and analyse various cross-sectoral issues emerging from research projects and translate research findings into relevant reader-friendly formats, for wider outreach.
- Conceptualize ideas into relevant research related projects as requested.
- Analyse data shared by ASCC Monitoring Division and contribute to recommendations / inform ongoing as well as future planning needs of the ASCC.

3. Develop networks with think tanks, universities and relevant organizations

- Organize meetings / forum / conferences with think tanks, universities and relevant organizations.
- Prepare concept note, information / discussion papers, press releases, meeting report and other relevant meeting documents.
- Represent the ASEAN Secretariat and serve as a resource person when required.

4. Management of division funds

- Manage budget of current projects.
- Identify sources of funds for new projects and develop project proposals.

5. Other duties

- Prepare speeches, briefing notes and talking points, and other relevant material for the Secretary-General, Deputy Secretary General and Directors, as requested.
- Review and finalise drafts prepared by Officer.
- Provide feedback on the performance of staff under supervision.
- Undertake any other task as directed by Assistant Director/Head of ASCC Monitoring Division.

Qualifications and experience:

- At least an advanced university degree (Master's or equivalent degree; a PhD is desirable but not necessary) in Social Sciences, or other appropriate specialist discipline related to the areas of work of this Division, with a minimum of three (3) years work experience in the recognised specialised field. Bachelor's with strong research and analysis portfolio may be considered.
- High-level analytical skills, research competencies, and knowledge in the areas of responsibility.
- Demonstrated skills in problem solving, project management, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Possesses supervisory experience, and experience in identifying training and professional/technical development needs of staff; and ability to conduct both formal and on the job training, and foster the career development goals of staff.
- Demonstrated excellent oral and written communication skills, and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office products; knowledge of publishing-related software is desirable but not necessary.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English, written and spoken; creative writing skill is a plus.
- Ability to travel.

Remuneration and Benefits:

The successful candidate will be offered a basic salary of **USD 3,639** and attractive remuneration package including housing, outpatient medical reimbursement, hospitalization & life insurance, children's education and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the six-month probationary period.

How to apply:

Send your application to asean.hr@asean.org highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates and transcripts for Bachelor and Master degrees, including PhD (if any), and completed ASEC Employment Application Form** with a recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer ASCC Analysis Division.**

Application documents should reach the ASEAN Secretariat by **5 July 2022**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: <https://asean.org/careers/>
